

CHRISTIAN VALLEY PARK, C.S.D.
BOARD OF DIRECTORS MEETING MINUTES
May 11, 2021 - 7:00 PM Open Session
LOCATION: Virtually via Zoom

The regular meeting of the Christian Valley Park Community Service District Board of Directors was called to order on Tuesday, May 11th, 2021 at 7:02 p.m. by president, Kathleen Daugherty.

Board members present were Dan Negus, Lynn Cook, Kathleen Daugherty, Heidi Temko, and Rolando de la Torre. General Manager, Don Elias, and Gerry LaBudde of Hydros Inc, were in attendance of the meeting. There were several residents from the community in attendance as well (via Zoom).

Dan Negus made a motion to approve the agenda to the May 11th, 2021 meeting. Lynn Cook seconded the motion and it carried with all ayes.

Individuals from the community in attendance introduced themselves.

Gerry LaBudde presented to the Board a status report of what happened during the month regarding repairs and Water Treatment Plant highlights. It was noted that there will likely be a voluntary water conservation requested by the State of California to be coming out soon. This month a large meter leak was reported after-hours at 2527 Christian Valley Road and the leak was patched so that the customer would have water and leak was repaired the next day. The 2-inch mainline on Mary Lane was repaired, but a portion of Mary Lane had to be shutdown to repair the line. They are continuing to monitor the small leak on Witt Road and it's unclear if the leak is on the service line or the mainline. The leak on Helen Lane is still being monitored and it's unclear if it's from a treated water source or the county sewer line. A leak between the curb-stops was repaired at 4955 Lorin Court and a leak was detected on the customer's side of the meter and it was reported to the customer. A customer at 3740 Upland Drive called due to a no-water complaint, the customer was unable to trouble-shoot the issue over the phone and it was determined that the main-valve to the house was turned off. The valve was turned back on and water service was restored. A leak was reported at the corner of Allen Drive and Christian Valley Road, but it has dried up and there is no leak at this time. There was an after-hours call out from the Water Treatment Plant for low chlorine and the pump had lost prime, so the pump was re-primed and placed back into service. The actuator was installed on Filter#1/Cell#1 and the brackets were modified to accept the actuators instead of purchasing new ones. The sludge basin will be cleaned in early Fall due to high demands and the limited storage of only using one tank at this time. The Flocculator drive is acting up and the brushes on the motor will be replaced and see if that is the problem. Gaskets of the manways were purchased and will be installed for the upcoming filter inspections. The EAR (Electronic Annual Report) and the CCR (Consumer Confidence Report) are being worked on and will be available shortly.

With regards to the Tank Project, the continued water operation is still being handled by Tank#1. The SCADA programmers have a majority of the system programmed, but still need to implement Tank#2, the stormwater pump station, and booster pump station. The final tie-in is being prepared for and will be done shortly. The tie-in will not cause the district's water to be shutdown. Site fencing plan modifications are needed and Jeff, a neighbor to the water tanks, asked that the fence on the south side of the tank be screened to reduce the view of the tank from his residence. To date, there have been no monetary Change Orders, but two monetary change orders have been requested (Change Order #4 and #5). The change orders are for site soils underneath Tank#2 and similar soil issues for backfilling the trench for piping. The COVID/Milestone claim has not been responded to by Paso Robles Tank. Tank #2 is nearly complete including the roof and the painting is scheduled to start on May 17th, 2021 and the tank will possibly be able to be filled around June 15th. Partial Payment #11 will be around \$190,000.

Don Elias, General Manager, gave a report of the committees. The Board Compensation Committee met and submitted the Board Compensation Addendum to the Policy Committee for review. The Policy Committee was unable to meet this last month, but will meet soon so that some policies can be voted on at the Budget meeting next week. The Communications Committee didn't meet either. The Firewise Committee met for the first time and will be meeting again soon and will have information on how other Firewise Communities were formed and get some direction to get started in Christian Valley. No other committees met, but Rolando de la Torre and Heidi Temko agreed to be the Chairperson on the Strategic Action Plan Committee to go over the RFP (Request for Proposal) for Water Operations. Heidi Temko and Rolando de la Torre agreed to chair the Tank Project / Reservoir Replacement Review Committee and Diane Alessi, Jo Anne Carmona, and Ken Cenatiempo expressed interest in attending the committee when it begins meeting. In other reports, Public Interest Reports, Kathleen Daugherty announced that CalNet has some connections for internet in Christian Valley. Dan Negus said that Suddenlink was doing some upgrades in the Christian Valley area.

Due to the complexity of the RFP for Operations Contract, the board agreed to have the RFP for Operations and the Summer Road Contract go to the committee level to develop.

Rolando de la Torre made a motion to postpone the Treasurer's Position action item until next month. Dan Negus seconded the motion and it carried with all ayes.

Heidi Temko made a motion to postpone the Policy Adoption Action Item until the Policy Committee was able to meet and review and edit the policies for the Board's second reading of it. Dan Negus seconded the motion and it carried with all ayes.

Heidi Temko made a motion to postpone the Action Item titled, "Compensation for Lynn Cook's List" until next month when the Policy Committee was able to meet and review the Board Compensation addendum. Rolando de la Torre seconded the motion and it carried with all ayes.

The Board reviewed the generator service proposal and wanted it updated to include a check-up to test for the output and see if Norris is "On-call" in case of an emergency.

Don Elias presented the financial statements ending March 31st, 2021 to the Board so that the Board could review and receive the statements. Heidi Temko had a suggestion to split out which contractors are paid under Contract Labor with the amounts paid so that it's more clear. Heidi also requested to have Don Elias research how the Professional Services were used this year. Don Elias will contact the accountant and resolve the issues.

Don Elias discussed an update to the "O & M Manual." The manual is included in the Tank Project for Gerry LaBudde to complete and it was included in Placer County Water Agency's Financial Assistance Program to see if they would cover the cost.

The Budget meeting will be on May 18th, 2021 at 6pm via Zoom.

The agenda items for June will include: Overview the role of the General Manager, Duties of the Board Secretary, Treasury Position, Lynn Cook's Board Compensation Request, Drought Issue as a discussion item for the Board to develop the District's position to take precautions and possibly have it written in the newsletter which goes out in July, discuss the possibility of Tiered Water Rates, 2021/22 Budget Approval, Contracts for the General Manager and Operations, Summer Road Project, and the hiring of an Administrative Assistant Position.

Kathy Daugherty discussed that the Future Agenda Items were listed so the Board would get to them in the next few months.

Rolando de la Torre made a motion to approve the Consent Items which included the approval of the Special Board Meeting Minutes from April 5th, 2021, Approval of the April 13th, 2021 Regular Board Meeting Minutes, and review and approval of the monthly expenditures. It was approved with the following roll call vote: Lynn Cook – aye; Heidi Temko – aye; Kathleen Daugherty – aye; Dan Negus – aye; Rolando de la Torre – aye.

Diane Alessi had a comment for items not on the agenda. She would like a report out of who has signed and who hasn't signed the Board Settlement Agreement for Board Compensation.

Since there were no comments from the audience pertaining to items not on the meeting agenda, Dan Negus made a motion to adjourn the meeting, Lynn Cook seconded the motion. The motion was approved unanimously by the Board. The information for future Board meetings can be found on the district website: www.christianvalley.org.

Respectfully submitted,

Don Elias

Don S. Elias

District Secretary / General Manager